

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Commissioned Corps Personnel Manual

as requisitioned from the U.S. Government Printing Office (GPO) by

the Department of Health and Human Services/Public Health Service

Single Award

The term of this contract is for the period

beginning **October 1, 2000** and ending **September 30, 2001**.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on **August 22, 2000**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT.

Contractor to Furnish. Determination of Award Schedule of Prices.

Additional lesser changes are scattered throughout.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

ABSTRACTS OF CONTRACT PRICES: Are available on our website at www.access.gpo.gov/procurement/abstracts/central/.

FOR INFORMATION OF A TECHNICAL NATURE: Call Annemarie Pisciotta Spence (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **October 1, 2000** through **September 30, 2001**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract; if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the

Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of self-cover books and pamphlets requiring such operations as printing, drilling, binding, packing, mailing, and distribution.

TITLE: Commissioned Corps Personnel Manual

FREQUENCY OF ORDERS: Up to approximately 4 orders per month. Some months no orders will be placed. Occasionally, more than one order may be placed on the same day.

QUANTITY: Approximately 400 to 7,000 copies per print order.

NUMBER OF PAGES: Approximately 2 to 140 pages per print order. The majority of orders will require 8 to 16 pages.

TRIM SIZE:

Book/Pamphlet: 216 x 279 mm (8-1/2 x 11").

#10 Envelope: 241 x 105 mm (4-1/8 x 9-1/4").

Kraft Envelope: 229 x 305 mm (9 x 12").

GOVERNMENT TO FURNISH:

Camera copy consisting of reproduction copy and computer printouts to be reproduced at various focuses. Furnished camera copy will range in size from 216 x 279 mm (8-1/2 X 11") up to 279 x 378 mm (11 X 14-7/8").

Camera copy for printing First Class or Standard Mail permit imprint on kraft and white envelopes.

Computer printout addresses on 14" wide, marginally punched, ungummed, continuous paper perforated every 11"; each 14 X 11" segment contains 44 addresses (4 across and 11 down) to be used as labels. Addresses are ZIP code sorted.

Various material for inserting into white and kraft envelopes.

One reproduction proof, Form 905 (R. 3/90), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Kraft envelopes, 229 x 305 mm (9 x 12").

White envelopes, 105 x 241 mm (4-1/8 x 9-1/2").

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The paper to be used will be indicated on each print order.

Book/Pamphlet:

White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Yellow Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

NOTE: Based on previous orders placed on the contract, Ninety-eight percent of the orders will be printed on Yellow Writing.

Envelopes:

#10 Envelope: White Wove, grammage 90 g/m² (basis weight: 24 lbs. Per 500 sheets, 17 x 22").

Kraft Envelope (light brown shade), (229 x 305 mm (9 x 12")), grammage 90 g/m² (basis weight: 24 lbs. Per 500 sheets, 17 x 22").

PRINTING:

Print text head-to-head or head-to-side in black ink, as specified on the furnished copy or print order.

Print kraft 229 x 305 mm (9 x 12") envelopes and white 105 x 241 mm (4-1/8 x 9-1/2") envelopes face only in black ink with the Department's return address and permit imprint.

MARGINS: Head 22 mm (7/8"), bind 22 mm (7/8"), unless otherwise indicated.

BINDING:

Bind as indicated on the print order. Various binding styles will be ordered as follows:

Wire stitch in upper left corner and trim four sides.

Perforate on fold, saddle-wire stitch in two places, and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Ninety-five percent of the orders will drill. Drill three holes 10 mm (3/8") in diameter centered on the 279 mm (11") side, 108 mm (4-1/4") center to center. Center of holes to be 10 mm (3/8") from bind edge of product.

PACKING:

Bulk Shipments:

Pack in shipping containers not to exceed 18.1 kilograms (40 lbs.) when fully packed.

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Pack envelopes into shipping containers according to ZIP codes and deliver f.o.b. destination to bulk delivery center when specified on print order.

Occasionally, printed material from several other print orders or snap sets will be furnished by the Department to be inserted, one each, along with the printed product into envelopes for both internal and external distribution. This requirement will be specified on the print order and material will be available for pick up at: DCP/HRS/PSC, Room 4A-15, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20857 and/or HHS/PPF Warehouse, 16071 Industrial Drive, Gaithersburg, MD 20877. The address will be indicated on the print order.

A portion of the envelopes will be packed in shipping containers according to ZIP codes and delivered f.o.b. destination. Another portion of these envelopes will be delivered f.o.b. contractor's city to the Post Office for mailing. Quantity and address will be specified on distribution list.

Mailed Shipments:

When required, the contractor will be furnished printed material from several other print orders or snap sets and the contractor will be required to insert one copy of each order or snap set into the same white or kraft envelope and affix a furnished label delivered f.o.b. contractor's city to the Post Office.

Insert single or multiple copies (up to 200 leaves) into type of envelope specified on the Print Order (GPO Form 2511).

Quantities over 200 leaves, up to 5.4 kilograms (12 lbs.), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.4 kilograms (14 lbs.)).

LABELING AND MARKING:

Internal Use - Pack all envelopes that will be delivered to the Department in containers (quantities per the distribution list), and label each container "Copies for Internal Distribution."

Mailed Shipments:

Affix a furnished address label to each unit of mail packaged in envelope, cushioned shipping bag, or bundle.

The contractor will be required to print the Department's return address and permit imprint on the white and/or kraft envelopes.

Bulk Deliveries:

Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address under **DISTRIBUTION** (inside delivery required).

A copy of the *PRINT ORDER/SPECIFICATION* and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver f.o.b. destination approximately 1,450 copies to approximately two addresses within the commercial zone of Washington, DC and mail f.o.b. contractor's city approximately 3,600 copies.

Ship f.o.b. contractor's city approximately 905 copies to approximately four addresses via a small package carrier that has second day delivery service and traceable means.

When the Department requires overnight shipment, the contractor must ship f.o.b. contractor's city via overnight shipment, reimbursable, (the request will be noted on the Print Order (GPO Form 2511)).

Complete addresses and quantities will be furnished with the print orders.

Orders which result in mailings of less than 200 pieces or less than 22.7 kilograms (50 lbs.) will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing.

The contractor is cautioned that "Permit imprint" indicia may be used only for the purpose of mailing material produced under this contract.

All mailing shall be done at the First Class or Standard Mail rates.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

The contractor must return one copy of each PS Form 3601 and any accompanying mail receipts (PS Forms 3602, 3602-G, 3605, 3511 or 3541-A) to: DHHS/PSC/AOS/PPS, Rm. 3C-70, 5600 Fishers Lane, Rockville, MD 20857.

Upon completion of each order, all furnished material must be returned to the address under "SCHEDULE".

All expenses incidental to returning materials furnished and sample copies must be borne by the contractor.

One copy of the contractor's billing voucher must be sent to the following address within 10 workdays after the ship/delivery date: U.S. Government Printing Office, Term Contracts Section B, Stop PPC, Room A-843, North Capitol and H Streets, NW, Washington, DC 20401. Attn: Annemarie Pisciotta Spence.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to: DHHS/PSC/AOS/PPS, Room 3C-70, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20857.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production distribution and mailing must be made within 7 workdays.

The ship/deliver date indicated on the print order is the date f.o.b. destination products ordered must be delivered to the destinations specified and copies ordered f.o.b. contractor's city are to be delivered to the Post Office or picked up by carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I.	137	16,133
II.	6,090	
III. 1.(a)	144	
2.(a)	35	
(b)	537	
(c)	204	

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and overnight shipment (if required) and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation, if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

A charge will be allowed for each page, whether printed or blank.

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials (including paper) and operations necessary for the complete production of the product listed in accordance with these specifications.

<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
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Per page \$ _____ \$ _____

II. ADDITIONAL OPERATIONS:

Batch multiple print orders for distributionper set* \$ _____

Charges for item II. (a) shall be per set. A set is defined as one to six pieces (or any fraction thereof) of titles produced on this contract to be collated and inserted into envelopes for distribution. The contractor will be allowed only one charge per set.

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of required containers, envelopes, bags, bundles, packing materials, envelope printing, labeling, marking, inserting, packing, sealing, and all other materials and services necessary to effect distribution in accordance with these specifications.

1. Bulk Shipments (other than by mail):

(a) Multiple copies in shipping containers per container\$ _____

2. Mail or Internal Distribution:

(a) Single or multiple copies in #10 envelopesper 100 envelopes.....\$ _____

(b) Single or multiple copies (up to 200 leaves)
in kraft envelope..... per 100 envelopes\$ _____

(c) Multiple copies (over 200 leaves),
in cushioned shipping bag, or shipping bundle per bag or bundle\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)